

**ABSTRACT OF THE DISCLOSURE**

A system and method for implementing an image-based document handling and delivery system provides a business entity with information and guidance required to convert the entity's current document handling and delivery system and methodology to an image-based document handling and delivery system and methodology. The system and method of the present invention uses a planning component, an execution component, and a control component. The planning component gathers information about the entity's infrastructure and the entity's current paper-based document handling and delivery system and methodology. The implementation component provides the entity with process maps that provide step-by-step instructions for executing the image-based system and methodology. The control component provides the entity with guidelines and procedures for monitoring and maintaining the performance of the executed image-based system and methodology.